

**General  
Accounting**

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## Journal Voucher Input Form (JV)

FUNCTION: .....										DOCID: JV .....																													
STATUS: .....										BATID: ..... ORG: .....																													
H- JOURNAL VOUCHER INPUT FORM																																							
JV DATE: .....										ACCTG PRD: .....										BUDGET FY: .....										REVERSAL DATE: .....									
ACTION: .....										BUDGET OVERRIDE IND: .....										COMMENTS: .....																			
DEBIT DOC TOTAL: .....										CREDIT DOC TOTAL: .....																													
CALC DEBIT TOTAL: .....										CALC CREDIT TOTAL: .....																													
AC				SUB						FUNC	OBJ	SUB	BS	JOB	FROM/TO																								
TP	FUND	AGCY	ORG	ORG	APPR	UNIT	ACTV	TION	REV	O/R	ACCT	NUMBER	FUND																										
INT	REF	BK	DEBIT									VENDOR / PROVIDER																											
FUND	AGCY	CD	AMOUNT			REPT CAT			CODE			NAME																											
DESCRIPTION										CREDIT			CASH																										
										AMOUNT			IND																										
.....																																							
.....																																							
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## Coding Instructions

### COMMAND AREA

See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.

### JV DATE

Required. The current date entered for this document type on Date (DATE).

### ACCTG PRD

Optional. If left blank, the accounting period defaults to the accounting period associated with the JV transaction date (in Calendar Date (CLDT)). If you want these transactions to be recorded in a prior accounting period, enter the desired period (it must be open on Accounting Period (APRD)), using fiscal months and fiscal years. You cannot enter future periods.

### BUDGET FY

Optional. If left blank, the transactions on this document apply to the current budget fiscal year. If you want these transactions to be recorded in some other budget fiscal year, enter the desired budget fiscal year (it must be open on Fiscal Year (FSYR)). You cannot enter future budget fiscal years.

On continuing appropriations, transactions may be recorded in a prior budget fiscal year that is closed if the appropriation end date is greater than the transaction date.

### REVERSAL DATE

Optional. Code only if this JV is to be automatically reversed. Code the date on which the reversal should take place in MMDDYY format.

When this date is coded, the JV document number must have

	"E" as its last character.
ACTION	Optional. If left blank defaults to "E". Valid entries are:  "E" (Original Entry) if this document is new.  "M" (Adjustment) if this document is modifying a previous JV document entered in the same accounting period.
BUDGET OVERRIDE IND	Optional. Enter "Y" to override budget controls for this Journal Voucher (JV). Leave blank, and budget controls will apply to this Journal Voucher (JV). The <i>ISIS/AFS User Guide Vol. II</i> contains a detailed explanation of this field.
COMMENTS	Optional, for reporting purposes only. Enter notes about this document. Only 12 characters are allowed.
DEBIT DOC TOTAL	Required. Enter the total amount of all DEBIT AMOUNT lines.
CREDIT DOC TOTAL	Required. Enter the total amount of all CREDIT AMOUNT lines.
CALC DEBIT TOTAL	Inferred. Do not code this field. It is the system-computed total of the DEBIT AMOUNT lines.
CALC CREDIT TOTAL	Inferred. Do not code this field. It is the system-computed total of the CREDIT AMOUNT lines.
AC TP (Account Type)	Required. Enter the applicable account type for this Journal Voucher line. The code used must be valid on Account Type (ACCT). Valid entries are:  01 Assets 02 Liabilities 03 Fund Balance 22 Expenditures/Expenses 23 Expenditures 24 Expenses 31 Revenue
FUND	Required for Journal Voucher lines without an expenditure or revenue organization. Enter the applicable fund code for this Journal Voucher line. The code used must be valid on Fund (FUN2). Leave blank for Journal Voucher lines with  an expenditure or revenue organization. This field will be

	inferred from Organization (ORG2) using the coded agency and organization.
	If the revenue organization that is coded has an ORIGINAL FUND, enter the original fund entries on the Journal Voucher as required (i.e., the Journal Voucher does <u>not</u> create original fund automatic transfers.)
AGCY	Required. Enter the applicable agency code for this Journal Voucher line. The code used must be valid on Agency (AGC2).
ORG	Required for Journal Voucher lines associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code for this Journal Voucher line. This code must be valid on Organization (ORG2). Leave blank for Journal Voucher lines associated with all capital outlay appropriations.
SUB ORG	Leave blank. This field is not used by the State of Louisiana.
APPR UNIT	Required for Journal Voucher lines without a revenue or expenditure organization. Enter the applicable appropriation unit code for this Journal Voucher line. The code used must be valid on Appropriation Inquiry (Extended) (EAP2).
	Leave blank for Journal Voucher with a revenue or expenditure organization and balance sheet accounts. When an organization is coded, this field will be inferred from Organization (ORG2) using the coded agency and organization.
ACTV	This field is required when dictated by state policy. Otherwise, leave blank. (See the <i>OSRAP Policy and Procedures Manual</i> for a detailed explanation.)
FUNCTION	Leave blank. This field is not used by the State of Louisiana.
OBJ REV	Required for Expenditure/Expense (Account Type 22), Expenditure (Account Type 23), or Expense (Account Type 24) transactions. The code used must be valid on Object (OBJ2).
	Required for Revenue (Account Type 31) transactions. The code used must be valid on Revenue Source (RSR2). Leave blank for Asset (Account Type 01), Liability (Account Type 02), or Fund Balance (Account Type 03) transactions.
SUB O/R	Required on Expenditure/Expense (Account Type 22) and

	Expenditure (Account Type 23) transactions if the sub-object option in Expense Budget Inquiry (Extended) (EEX2) is "Y". Otherwise, optional on Expenditure/Expense and Expenditure transactions. Optional on revenue transactions. Leave blank when an object or revenue source account code is not coded
BS ACCT	Required for Asset (Account Type 01), Liability (Account Type 02), and Fund Balance (Account Type 03) transactions. Additionally, an Asset account is required for Expenditure (Account Type 23) transactions. The code used must be valid on Balance Sheet Account (BAC2). Leave blank for Expenditure/Expense, Expense, or Revenue transactions.
JOB NUMBER	Leave blank for Journal Voucher lines associated with regular appropriations and non capital outlay permanent appropriations. Must be entered for Journal Voucher lines associated with all capital outlay appropriations. Enter the applicable project number for this Journal Voucher line. The code must be valid on Agency Project Inquiry (AGPR).
FROM/TO FUND	This field captures the transfer from one fund to another for reports. If Revenue Source T100, T110, T120, or T130 are coded on JV, a valid fund must be coded in this field.
INT FND	Leave blank. This field is not used by the State of Louisiana.
REF AGCY	Leave blank. This field is not used by the State of Louisiana.
BK CD	Optional. Inferred from Fund (FUN2) using the fund code. This inference is made for balance sheet accounts flagged as cash balance sheet accounts on Balance Sheet Account (BAC2). Otherwise enter the applicable bank account code as required. Bank account codes can only be entered on Journal Voucher lines with a balance sheet account that is flagged as a cash balance sheet account. The code used must be valid in Bank Account (BANK).
DEBIT AMOUNT	Required. Enter the exact dollar amount for this Journal Voucher line. The decimal point is optional, but two digits must be coded for cents. A DEBIT AMOUNT is an increase to the following account types: <ul style="list-style-type: none"> <li>Assets (Account Type 01)</li> <li>Expenditures/Expenses (Account Type 22)</li> <li>Expenditures (Account Type 23)</li> <li>Expenses (Account Type 24)</li> </ul> A DEBIT AMOUNT is a decrease to the following account

	types:  Liabilities (Account Type 02) Fund Balance (Account Type 03) Revenue (Account Type 31)
	Each journal voucher line can only have a DEBIT AMOUNT <u>or</u> a CREDIT AMOUNT.
REPT CAT	Optional. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid in Reporting Category (RPTG) for the agency coded on the line.
CODE	Optional. Enter the code of "V" for Vendor and an eleven character vendor code as required. The vendor code used must be valid on Vendor (VEN2). Vendor codes are generally entered on expenditure/expense lines when correcting 1099 reportable payments.
VENDOR/PROVIDER NAME	Inferred. The name of the vendor associated with the vendor code.
DESCRIPTION	Optional, for reporting purposes only. Enter notes about this line.
CREDIT AMOUNT	Required. Enter the exact dollar amount for this Journal Voucher line. The decimal point is optional, but two digits must be coded for cents. A CREDIT AMOUNT is a increase to the following account types:  Liabilities (Account Type 02) Fund Balance (Account Type 03) Revenue (Account Type 31)  A CREDIT AMOUNT is a decrease to the following account types:  Assets (Account Type 01) Expenditures/Expenses (Account Type 22) Expenditures (Account Type 23) Expenses (Account Type 24)  Each Journal Voucher line can only have a CREDIT AMOUNT <u>or</u> a DEBIT AMOUNT.
CASH IND	Required. Enter the cash indicator of "N" for no, or "Y" for yes

for this Journal Voucher line. An "N" should be entered for all lines with a balance sheet account or an object account code. A "Y" should be entered for all lines with a revenue source account code. Coding a "Y" on revenue lines has the following impact:

- The "ACT" (Actual Receipts) amount field on Appropriation Inquiry (Extended) (EAP2) is updated,
- The "Collected" amount field on Agency Federal Aid Inquiry (AGFA) is updated, and
- The "Collected Revenue Amt" field on Agency Project Inquiry (AGPR) is updated.

Coding an "N" on revenue lines has the following impact:

- The "ACT" (Actual Receipts) amount field on EAP2 will not be updated,
- The "Accrued" amount field on AGFA is updated, and
- The "Accrued Revenue Amt" field on AGPR is updated.

```

FUNCTION: ..... DOCID: J1 .....

STATUS:          BATID: ... .. ORG: ....

H-              JOURNAL VOUCHER INPUT FORM

JV DATE: . . . . ACCTG PRD: . . . BUDGET FY: . . REVERSAL DATE: . . . .
ACTION: .          BUDGET OVERRIDE IND: .          COMMENTS: .....
    DEBIT DOC TOTAL: .....          CREDIT DOC TOTAL: .....
    CALC DEBIT TOTAL:          CALC CREDIT TOTAL:

```

```

FUNCTION: ..... DOCID: J1 .....
STATUS: ..... BATID: ... .. ORG: ....
AC          SUB      FUNC OBJ SUB   BS    JOB     FROM/TO
TP  FUND  AGCY  ORG ORG  APPR UNIT  ACTV  TION  REV O/R  ACCT  NUMBER  FUND
-----
INT  REF   BK       DEBIT                VENDOR / PROVIDER
FUND AGCY  CD       AMOUNT             REPT CAT  CODE        NAME
-----
DESCRIPTION                                CREDIT    CASH
                                      AMOUNT    IND
-----
.. .. .
.. .. .
.....
.. .. .
.. .. .
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.. .. .
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.....

```

The fields and field descriptions for the J1 screen are identical to those on the Journal Voucher (JV) screen. Reference the coding instructions for the JV when completing the J1.



## Fiscal Journal Voucher Input Form (J2)

```

FUNCTION: ..... DOCID: J2 .....
STATUS: ..... BATID: ... .. ORG: ....
H- FISCAL JOURNAL VOUCHER INPUT FORM
  JV DATE: ..... REVERSAL DATE: .. ...
  ACTION: . ..... COMMENTS: .....
    DEBIT DOC TOTAL: ..... CREDIT DOC TOTAL: .....
    CALC DEBIT TOTAL: ..... CALC CREDIT TOTAL:

```

```

FUNCTION: ..... DOCID: J2 .....
STATUS: ..... BATID: ... .. ORG: ....
AC      SUB      FUNC  OBJ SUB      FROM/TO
TP  FUND  AGCY  ORG  ORG  ACTV  TION  REV O/R  APPR UNIT  FUND
-----
JOB      ACCTG      DEBIT
NUMBER  REPT CATG  PRD  BFY  AMOUNT
-----
DESCRIPTION      CREDIT AMOUNT
-----
01- .....
.....
02- .....
.....
03- .....
.....

```

## Coding Instructions

### COMMAND AREA

See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.

### JV DATE

Inferred. The current date entered for this document type on Date (DATE).

### REVERSAL DATE

Leave blank. This field is not used by the State of Louisiana.

### ACTION

Optional. If left blank, defaults to "E". Valid entries are:

"E" (Original Entry) if this document is new.

"M" (Adjustment) if this document is modifying a previous J2 document entered in the same accounting period.

COMMENTS	Optional, for reporting purposes only. Enter notes about this document. Only 12 characters are allowed.
DEBIT DOC TOTAL	Required. Enter the total amount of all DEBIT AMOUNT lines.
CREDIT DOC TOTAL	Required. Enter the total amount of all CREDIT AMOUNT lines.
CALC DEBIT TOTAL	Inferred. Do not code this field. It is the system-computed total of the DEBIT AMOUNT lines.
CALC CREDIT TOTAL	Inferred. Do not code this field. It is the system-computed total of the CREDIT AMOUNT lines.
AC TP	Required. Enter the applicable account type for this fiscal journal voucher line. The code used must be valid on Account Type (ACCT). Valid entries are: <ul style="list-style-type: none"> <li>22 Expenditures/Expenses</li> <li>31 Revenue</li> </ul>
FUND	Required for fiscal journal voucher lines without an expenditure or revenue organization. Enter the applicable fund code for this fiscal journal voucher line. The code used must be valid on Fund (FUN2). Leave blank for fiscal journal voucher lines with an expenditure or revenue organization. This field will be inferred from Organization (ORG2) using the coded agency and organization.
AGCY	Required. Enter the applicable agency code for this fiscal journal voucher line. The code used must be valid on Agency (AGC2).
ORG	Required for fiscal journal voucher lines associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code for this fiscal journal voucher line. This code must be valid on Organization (ORG2). <p>Leave blank for fiscal journal voucher lines associated with all capital outlay appropriations.</p>
SUB ORG	Leave blank. This field is not used by the State of Louisiana.
ACTV	This field is required when dictated by state policy. Otherwise, leave blank. (See the <i>OSRAP Policy and Procedures Manual</i> for a detailed explanation.)

FUNCTION	Leave blank. This field is not used by the State of Louisiana.
OBJ REV	Required. Enter the applicable object account code or revenue source account code for this fiscal journal voucher line. Object account codes must be valid on Object (OBJ2). Revenue source account codes must be valid on Revenue Source (RSR2).
SUB O/R	Required on expenditure/expense (Account Type 22) transactions if the sub-object option in Expense Budget Inquiry (Extended) (EEX2) is "Y". Otherwise, optional on expenditure/expense transactions.  Optional on revenue (Account Type 31) transaction.
APPR UNIT	Required for fiscal journal voucher lines without a revenue or expenditure organization. Enter the applicable appropriation unit code for the fiscal journal voucher line. The code used must be valid on Appropriation Inquiry (Extended) (EAP2).  Leave blank for fiscal journal voucher lines with a revenue or expenditure organization. When an organization is coded, this field will be inferred from Organization (ORG2) using the coded agency and organization.
FROM/TO FUND	This field captures the transfer from one fund to another for reports. If Revenue Source T100, T110, T120, or T130 are coded on JV, a valid fund must be coded in this field.
JOB NUMBER	Leave blank for fiscal journal voucher lines associated with regular appropriations and non-capital outlay permanent appropriations. Must be entered for fiscal journal lines associated with all capital outlay appropriations. This is associated with account types 31 and 22 only. Enter the applicable project number for this fiscal journal voucher line. The code must be valid on Agency Project Inquiry (AGPR).
REPT CATG	Optional. Inferred from Organization (ORG2) using the organization code if available. Otherwise, enter the applicable reporting category code as required. The code displayed must be valid in Reporting Category (RPTG) for the agency coded on the line.
ACCTG PRD	Required. Enter the applicable accounting period for this fiscal journal voucher line. The accounting period must be open on Accounting Period (APRD). You cannot enter future periods.

BFY	Required. Enter the applicable budget fiscal year for this fiscal journal voucher line. The fiscal year must be open on Fiscal Year (FSYR). You cannot enter future budget fiscal years. On continuing appropriations, transactions may be recorded in a prior budget fiscal year that is closed if the appropriation end date is greater than the transaction date.
DEBIT AMOUNT	Required. Enter the exact dollar amount for this fiscal journal voucher line. The decimal point is optional, but two digits must be coded for cents. A DEBIT AMOUNT is an increase to a expenditure/expenses (Account Type 22) and a decrease to a revenue (Account Type 31). Each fiscal journal voucher line can only have a DEBIT AMOUNT <u>or</u> a CREDIT AMOUNT.
DESCRIPTION	Optional, for reporting purpose only. Enter notes about this line.
CREDIT AMOUNT	Required. Enter the exact dollar amount for this fiscal journal voucher line. The decimal point is optional, but two digits must be coded for cents. A CREDIT AMOUNT is an increase to a Revenue (Account Type 31) and a decrease to an expenditure/expense (Account Type 22). Each fiscal journal voucher line can only have a DEBIT AMOUNT <u>or</u> CREDIT AMOUNT.

## Special Revenue Voucher Input Form (J3)

```

FUNCTION: ..... DOCID: J3 .....
STATUS: ..... BATID: ... .. ORG: ....
H-      SPECIAL REVENUE VOUCHER INPUT FORM
JV DATE: ..... REVERSAL DATE: .. ...
ACTION: . ..... COMMENTS: .....
      DEBIT DOC TOTAL: ..... CREDIT DOC TOTAL: .....
      CALC DEBIT TOTAL: ..... CALC CREDIT TOTAL:

```

```

FUNCTION: ..... DOCID: J3 .....
STATUS: ..... BATID: ... .. ORG: ....
      SUB      FUNC      SUB REPT ACCTG
      FUND AGCY ORG ORG APPR UNIT ACTV TION REV REV CATG PRD DEBIT AMOUNT
-----
FROM/TO
FUND  JOB NO  DESCRIPTION      BFY  CREDIT AMOUNT
-----
01- .....
   .....
02- .....
   .....
03- .....
   .....
04- .....
   .....
05- .....
   .....
06- .....
   .....

```

### Coding Instructions

#### COMMAND AREA

See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.

#### JV DATE

Inferred. The current date entered for this document type on Date (DATE).

#### REVERSAL DATE

Leave blank. This field is not used by the State of Louisiana.

#### ACTION

Optional. If left blank, defaults to "E". Valid entries are:

"E" (Original Entry) if this document is new.

"M" (Adjustment) if this document is modifying a previous J3 document entered in the same accounting period.

COMMENTS	Optional, for reporting purposes only. Enter notes about this document. Only 12 characters are allowed.
DEBIT DOC TOTAL	Required. Enter the total amount of all DEBIT AMOUNT lines.
CREDIT DOC TOTAL	Required. Enter the total amount of all CREDIT AMOUNT lines.
CALC DEBIT TOTAL	Inferred. Do not code this field. It is the system-computed total of the DEBIT AMOUNT lines.
CALC CREDIT TOTAL	Inferred. Do not code this field. It is the system-computed total of the CREDIT AMOUNT lines.
FUND	Required for Special Revenue Voucher lines without a revenue organization. Enter the applicable Fund code for this special revenue voucher line. The code used must be valid on Fund (FUN2). Leave blank for special revenue voucher lines with a revenue organization. This field will be inferred from Organization (ORG2) using the coded agency and organization.
AGCY	Required. Enter the applicable agency code for this special revenue voucher line. The code used must be valid on Agency (AGC2).
ORG	<p>Required for special revenue voucher lines associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable revenue organization code for this special revenue voucher line. This code must be valid on Organization (ORG2).</p> <p>Leave blank for special revenue voucher lines associated with all capital outlay appropriations.</p> <p>Only revenue organizations associated with appropriations that have a State General Revenue Indicator of "N" on Appropriation Group Code (GRPC) may be used.</p>
SUB ORG	Leave blank. This field is not used by the State of Louisiana.
APPR UNIT	<p>Required for special revenue voucher lines without a revenue organization. Enter the applicable appropriation unit code for the special revenue voucher line. The code used must be valid on Appropriation Inquiry (Extended) (EAP2).</p> <p>Leave blank for special revenue voucher lines with a revenue organization.</p>

	When a revenue organization is coded, this field will be inferred from Organization (ORG2) using the coded agency and organization.
ACTV	This field is required when dictated by state policy. Otherwise, leave blank. (See the <i>OSRAP Policy and Procedures Manual</i> for a detailed explanation.)
FUNCTION	Leave blank. This field is not used by the State of Louisiana.
REV	Required. Enter the applicable revenue source account code for this special revenue voucher line. Revenue Source account codes must be valid on Revenue Source (RSR2). Only revenue source account codes tied to a transfer group such as transfers, seeds, and carryovers can be coded.
SUB REV	Optional. Enter the applicable sub revenue source account code for this special revenue voucher line as required.
REPT CATG	Optional. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid in Reporting Category (RPTG) for the agency coded on the line.
ACCTG PRD	Required. Enter the applicable accounting period for this special revenue voucher line. The accounting period must be open on Accounting Period (APRD). You cannot enter future periods.
DEBIT AMOUNT	Required. Enter the exact dollar amount for this special revenue voucher line. The decimal point is optional, but two digits must be coded for cents. A debit amount is a decrease to a revenue. Each special revenue voucher line can only have a DEBIT AMOUNT or a CREDIT AMOUNT.
FROM/TO FUND	This field captures the transfer from one fund to another for reports. If Revenue Source T100, T110, T120, or T130 are coded on a JV, a valid fund must be coded in this field.
JOB NO	Leave blank for special revenue voucher lines associated with regular appropriations and non-capital outlay permanent appropriations. Must be entered for special revenue voucher lines associated with all capital outlay appropriations. This is applicable only to account types 22 and 31. Enter the applicable project number for the special revenue voucher line. The code must be valid on Agency Project Inquiry (AGPR).

DESCRIPTION	Optional, for reporting purposes only. Enter notes about this line.
BFY	Required. Enter the applicable budget fiscal year for this special revenue voucher line. The fiscal year must be open on Fiscal Year (FSYR). You cannot enter future budget fiscal years. On continuing appropriations, transactions may be recorded in a prior budget fiscal year that is closed if the appropriation end date is greater than the transaction date.
CREDIT AMOUNT	Required. Enter the exact dollar amount for this special revenue voucher line. The decimal point is optional, but two digits must be coded for cents. A CREDIT AMOUNT is an increase to a revenue. Each special revenue voucher line can only have a CREDIT AMOUNT or a DEBIT AMOUNT.



## Inter-Agency Journal Voucher Input Form (J4)

```

FUNCTION: ..... DOCID: J4 .....

STATUS: ..... BATID: ... .. ORG: ....
H- INTER-AGENCY JOURNAL VOUCHER INPUT FORM
  J4 DATE: ..... ACCT PRD: .. .. BUDGET FY: .. DELIVERY DATE: .. ..
  ACTION: . ..... COMMENTS: .....
    DEBIT DOC TOTAL: ..... CREDIT DOC TOTAL: .....
    CALC DEBIT TOTAL: ..... CALC CREDIT TOTAL: .....
  AT FUND AGY ORGN S/O APPR UNIT ACTV FUNC RPTG DEBIT AMOUNT CREDIT AMOUNT
  -----
  OBJT/REV SUB-O/R JOB NO APPROVAL USERID APRV DATE
  -----
  DESCRIPTION
  -----
01- .. .. .
    .. .. .
    .. .. .
02- .. .. .
    .. .. .
    .. .. .
  
```

### Coding Instructions

#### COMMAND AREA

See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.

#### J4 DATE

Inferred. The current date entered for this document type on Date (DATE).

#### ACCT PRD

Optional. If left blank, the accounting period defaults to the accounting period associated with the J4 transaction date (in Calendar Date (CLDT)). If you want these transactions to be recorded in a prior accounting period, enter the desired period (it must be open on Accounting Period (APRD)), using fiscal months and fiscal years. You cannot enter future periods.

#### BUDGET FY

Optional. If left blank, the transactions on this document apply to the current budget fiscal year. If you want these transactions to be recorded in some other budget fiscal year, enter the desired budget fiscal year (it must be open on Fiscal Year (FSYR)). You cannot enter the future budget fiscal years.

#### DELIVERY DATE

Required. Enter the date the goods or services were received. The DELIVERY DATE must be less than or equal to J4 DATE. For regular appropriations, the budget fiscal year cannot be less than the delivery date fiscal year. If transaction applies to accounting period 13, this date must be 6/30 or earlier.

ACTION	Optional. If left blank, defaults to "E". Valid entries are:  "E" (Original Entry) if this document is new.  "M" (Adjustment) if this document is modifying a previous J4 document entered in the same accounting period.
COMMENTS	Optional, for reporting purposes only. Enter notes about this document, only 12 characters allowed.
DEBIT DOC TOTAL	Required. Enter the total amount of all DEBIT AMOUNT lines.
CREDIT DOC TOTAL	Required. Enter the total amount of all CREDIT AMOUNT lines.
CALC DEBIT TOTAL	Inferred. Do not code this field. It is the system-computed total of the DEBIT AMOUNT lines.
CALC CREDIT TOTAL	Inferred. Do not code this field. It is the system-computed total of the CREDIT AMOUNT lines.
AT	Required. Enter the applicable account type for this Inter-Agency Journal Voucher line. The code used must be valid on Account Type (ACCT). Valid entries are:  22 Expenditures/Expenses 31 Revenue
FUND	Inferred. The code used must be valid in Fund (FUN2) . This field will be inferred from Organization (ORG2) using the coded agency and organization.
AGY	Required. Enter the applicable agency code for this Inter-Agency Journal Voucher line. The code used must be valid on Agency (AGC2).
ORGN	Required. Enter applicable organization code for this Inter-Agency Journal Voucher line. The code used must be valid on Organization (ORG2).
S/O	Leave blank. This field is not used by the State of Louisiana.
APPR UNIT	Inferred. The code used must be valid and active in Appropriation Inquiry (Extended) (EAP2). This field will be inferred from Organization (ORG2) using the coded agency and organization.

ACTV	This field is required when dictated by state policy. Otherwise, leave blank. (See the <i>OSRAP Policy and Procedures Manual</i> for a detailed explanation.)
FUNC	Leave blank. This field is not used by the State of Louisiana.
RPTG	Optional. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid in Reporting Category (RPTG) for the agency coded on the line.
DEBIT AMOUNT	Required. Enter the exact dollar amount for this Inter-Agency Journal Voucher line. The decimal point is optional, but two digits must be coded for cents. A DEBIT AMOUNT is an increase to an Expenditures/ Expenses (Account Type 22) and a decrease to a Revenue (Account Type 31). Each Inter-Agency Journal Voucher line can only have a DEBIT AMOUNT <u>or</u> a CREDIT AMOUNT.
CREDIT AMOUNT	Required. Enter the exact dollar amount for this Inter-Agency Journal Voucher line. The decimal point is optional, but two digits must be coded for cents. A CREDIT AMOUNT is an increase to a Revenue (Account Type 31) and a decrease to an Expenditures/Expenses (Account Type 22). Each Inter-Agency Journal Voucher line can only have a DEBIT AMOUNT <u>or</u> a CREDIT AMOUNT.
OBJT/REV	Required. Enter the applicable object account code or revenue source account code for this Inter-Agency Journal Voucher line. Object account codes must be valid on Object (OBJ2). Revenue Source account codes must be valid on Revenue Source (RSR2).
SUB O/R	Required on expenditure/expense (Account Type 22) transactions if the sub-object in Expense Budget Inquiry (Extended) (EEX2) is "Y". Otherwise, optional on expenditure/expense transactions.
JOB NO	Leave blank. This field is not used by the State of Louisiana.
APPROVAL	Required. Enter the APPROVAL indicator of "N" for no, or "Y" for yes for this Inter-Agency Journal Voucher line. A "N" should be entered to indicate that a buyer line (Account Type 22) or a seller line (Account Type 31) is <u>not</u> approved. A "Y" should be entered to indicate that a buyer line

	(Account Type 22) or a seller line (Account Type 31) is approved. If neither a "N" or a "Y" is entered in this field, the line will default to "N".
USERID	Inferred. Defaults to the USERID of the user approving the transaction line when the approval indicator is set to "Y".
APRV DATE	Inferred. Defaults to the system date when the approval indicator is set to "Y".
DESCRIPTION	Optional, for reporting purposes only. Enter notes about this line.

## Agency Journal Voucher Input Form (J6)

```

FUNCTION: ..... DOCID: J6 .....
STATUS: ..... BATID: ... .. ORG: ....
H- AGENCY JOURNAL VOUCHER INPUT FORM
J6 DATE: ..... ACCT PRD: .. .. BUDGET FY: ..
ACTION: . ..... COMMENTS: .....
DEBIT DOC TOTAL: ..... CREDIT DOC TOTAL: .....
CALC DEBIT TOTAL: ..... CALC CREDIT TOTAL: .....
AC SUB FUNC OBJ SUB
TP FUND AGCY ORG ORG APPR UNIT ACTV TION REV O/R REPT CATG JOB NO
-----
DESCRIPTION DEBIT AMOUNT CREDIT AMOUNT
-----
VENDOR/PROVIDER
CODE NAME
-----
01- .....
.....
02- .....
.....
.....

```

## Coding Instructions

### COMMAND AREA

See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.

### J6 DATE

Inferred. The current date entered for this document type on Date (DATE).

### ACCT PRD

Optional. If left blank, the accounting period defaults to the accounting period associated with the Agency Journal Voucher transaction date (in Calendar Date (CLDT)). If you want these transactions to be recorded in a prior accounting period, enter the desired period (it must be open on Accounting Period (APRD)), using fiscal months and fiscal years. You cannot enter future periods.

### BUDGET FY

Optional. If left blank, the transactions on this document apply to the current budget fiscal year. If you want these transactions to be recorded in some other budget fiscal year, enter the desired budget fiscal year (it must be open on Fiscal Year (FSYR)). You cannot enter future budget fiscal years.

On continuing appropriations, transactions may be recorded in a prior budget fiscal year that is closed if the appropriation end date is greater than the transaction date.

ACTION	Optional. If left blank, defaults to "E". Valid entries are:  "E" (Original Entry) if this document is new.  "M" (Adjustment) if this document is modifying a previous J6 document entered in the same accounting period.
COMMENTS	Optional, for reporting purposes only. Enter notes about this document. Only 12 characters are allowed.
DEBIT DOC TOTAL	Required. Enter the total amount of all DEBIT AMOUNT lines.
CREDIT DOC TOTAL	Required. Enter the total amount of all CREDIT AMOUNT lines.
CALC DEBIT TOTAL	Inferred. Do not code this field. It is the system-computed total of the DEBIT AMOUNT lines.
CALC CREDIT TOTAL	Inferred. Do not code this field. It is the system-computed total of the CREDIT AMOUNT lines.
AC TP	Required. Enter the applicable account type for this Agency Journal Voucher line. The code used must be valid on Account Type (ACCT). Valid entries are:  22 Expenditures/Expenses 31 Revenue
FUND	Required for Agency Journal Voucher lines without expenditure or revenue organization. Enter the applicable Fund code for this Agency Journal Voucher line. The code used must be valid on Fund (FUN2). Leave blank for Agency Journal Voucher lines with a expenditure or revenue organization. This field will be inferred from Organization (ORG2) using the coded agency and organization.
AGCY	Required. Enter the applicable agency code for this Agency Journal Voucher line. The code used must be valid on Agency (AGC2).
ORG	Required for Agency Journal Voucher lines associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code for this Agency Journal Voucher line. This code must be valid on Organization (ORG2). Leave blank for Agency Journal Voucher lines associated with all capital outlay

	appropriations.
SUB ORG	Leave blank. This field is not used by the State of Louisiana.
APPR UNIT	<p>Required for Agency Journal Voucher lines without a revenue or expenditure organization. Enter the applicable appropriation unit code for the Agency Journal Voucher line. The code used must be valid on Appropriation Inquiry (Extended) (EAP2).</p> <p>Leave blank for Agency Journal Voucher lines with a revenue or expenditure organization. When an organization is coded, this field will be inferred from Organization (ORG2) using the coded agency and organization.</p> <p>NOTE: Agency Journal Voucher lines cannot change amounts associated with "Income Not Available" appropriations (i.e., Group Code of 18).</p>
ACTV	This field is required when dictated by state policy. Otherwise, leave blank. (See the <i>OSRAP Policy and Procedures Manual</i> for a detailed explanation.)
FUNCTION	Leave blank. This field is not used by the State of Louisiana.
OBJ REV	<p>Required. Enter the applicable object account code or revenue source account code for this Agency Journal Voucher line. Object account codes must be valid on Object (OBJ2). Revenue Source account codes must be valid on Revenue Source (RSR2).</p> <p>NOTE: Agency Journal Voucher lines cannot change amounts associated with transfer revenue source account codes (revenue group = "TR") on Revenue Source (RSR2).</p>
SUB O/R	<p>Required on expenditure/expense (Account Type 22) transactions if the sub-object option in Expense Budget Inquiry (Extended) (EEX2) is "Y". Otherwise, optional on expenditure/expense transactions.</p> <p>Optional on revenue (Account type 31) transactions.</p>
REPT CATG	<p>Optional. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code</p> <p>displayed must be valid in Reporting Category (RPTG) for the agency coded on the line.</p>

JOB NO	Leave blank for Agency Journal Voucher lines associated with regular appropriations and non capital outlay permanent appropriations. Must be entered for Agency Journal Voucher lines associated with all capital outlay appropriations. This is applicable only to account types 22 and 31. Enter the applicable project number for this agency journal voucher line. The code must be valid on Agency Project Inquiry (AGPR).
DESCRIPTION	Optional, for reporting purposes only. Enter notes about this line.
DEBIT AMOUNT	Required. Enter the exact dollar amount for this Agency Journal Voucher line. The decimal point is optional, but two digits must be coded for cents. A DEBIT AMOUNT is an increase to an Expenditure/Expense (Account Type 22) and a decrease to a Revenue (Account Type 31). Each Agency journal voucher line can only have a DEBIT AMOUNT <u>or</u> a CREDIT AMOUNT.
CREDIT AMOUNT	Required. Enter the exact dollar amount for this Agency Journal Voucher line. The decimal point is optional, but two digits must be coded for cents. A CREDIT AMOUNT is an increase to a Revenue (Account type 31) and a decrease to an Expenditure/Expense (Account Type 22). Each Agency Journal Voucher line can only have a DEBIT AMOUNT <u>or</u> a CREDIT AMOUNT.
CODE	Optional. Enter the code of "V" for Vendor and an eleven character vendor code as required. The vendor code used must be valid on Vendor (VEN2). Vendor Codes are generally entered on expenditure/expense lines when correcting 1099 reportable payments.
VENDOR / PROVIDER NAME	Inferred. The name of the vendor associated with the vendor code.



## Warrant Voucher Input Form (WV)

FUNCTION: .....			DOCID: WV .....		
STATUS: .....			BATID: ... .. ORG: ....		
H- WARRANT VOUCHER INPUT FORM					
WV DATE: .....		ACCTG PRD: .....		BUDGET FY: ..	
ACTION: ..		COMMENTS: .....			
DEBIT DOC TOTAL: .....			CREDIT DOC TOTAL: .....		
CALC DEBIT TOTAL: .....			CALC CREDIT TOTAL: .....		
	TO				
	FUND	AGCY	ORGN	DEBIT AMOUNT	CREDIT AMOUNT
	----	----	----	-----	-----
01-	....	...	....	.....	.....
02-	....	...	....	.....	.....
03-	....	...	....	.....	.....
04-	....	...	....	.....	.....
05-	....	...	....	.....	.....
06-	....	...	....	.....	.....
07-	....	...	....	.....	.....
08-	....	...	....	.....	.....
09-	....	...	....	.....	.....
10-	....	...	....	.....	.....

## Coding Instructions

### COMMAND AREA

See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.

### WV DATE

Inferred. The current date entered for this document type on Date (DATE).

### ACCTG PRD

Optional. If left blank, the accounting period defaults to the accounting period associated with the warrant voucher transaction date (in Calendar Date (CLDT)). If you want these transactions to be recorded in a prior accounting period, enter the desired period (it must be open on Accounting Period (APRD)), using fiscal months and fiscal years. You cannot enter future periods.

### BUDGET FY

Required. Enter the budget fiscal year associated with this warrant voucher document (it must be open on Fiscal Year (FSYR)). You cannot enter future budget fiscal years.

### ACTION

Optional. If left blank, defaults to "E". Valid entries are:

"E" (Original Entry) if this document is new.

"M" (Adjustment) if this document is modifying a previous WV document entered in the same accounting period.

COMMENTS	Optional, for reporting purposes only. Enter notes about this document. Only 12 characters are allowed.
DEBIT DOC TOTAL	Required when dollar amounts are entered on document lines in the DEBIT AMOUNT field. Enter the total amount of all DEBIT AMOUNT lines.  Leave blank when no dollar amounts are entered on document lines in the DEBIT AMOUNT field.
CREDIT DOC TOTAL	Required when dollar amounts are entered on document lines in the CREDIT AMOUNT field. Enter the total amount of all CREDIT AMOUNT lines.  Leave blank when no dollar amounts are entered on document lines in the CREDIT AMOUNT field.
CALC DEBIT TOTAL	Inferred. Do not code this field. It is the system-computed total of the DEBIT AMOUNT lines.
CALC CREDIT TOTAL	Inferred. Do not code this field. It is the system-computed total of the CREDIT AMOUNT lines.
TO FUND	Required. Enter the applicable fund code for this warrant voucher line. The code used must be valid on Fund (FUN2).
AGCY	Required. Enter the applicable agency code for this warrant voucher line. The code used must be valid on Agency (AGC2).
ORGN	Required. Enter the applicable warrants drawn organization code for this warrant voucher line. Warrant organizations have an ORGANIZATION TYPE of 4 on Organization (ORG2). The code used must be valid on Organization (ORG2).
DEBIT AMOUNT	Required for the warrant voucher lines moving cash from the applicable means of financing cash account (e.g., self generated or federal) to the disbursement cash account. Enter the exact dollar amount for this warrant voucher line. The decimal point is optional, but two digits must be coded for cents.  Leave blank for warrant voucher lines moving cash from the disbursement cash account to the applicable means of financing cash account (i.e, reverse warrants)
CREDIT AMOUNT	Required for warrant voucher lines moving cash from the disbursement cash account to the applicable means of financing cash account (e.g., self generated or federal). A credit amount

indicates a reverse warrant line. Enter the exact dollar amount for this warrant voucher line. The decimal point is optional, but two digits must be coded for cents.

Leave blank for warrant voucher lines moving cash from the applicable means of financing cash account to the disbursement cash account.



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